



## PUBLIC RECORDS INFORMATION PUBLIC FACT SHEET

### PUBLIC ACCESS

Louisiana's Public Records law was enacted to give any person of the age of majority the right to inspect, copy, reproduce, or obtain a reproduction of almost any public record, except those protected from disclosure by legal exemptions and exclusions (e.g., business proprietary, personal privacy, and investigative documents). LDEQ's *Procedures for Public Record Requests* is found in [LAC 33:I.23](#) and is based on Louisiana's *Public Records Act* which is found in [LA R.S. 44:1-41](#).

### RESOURCES AVAILABLE

Currently, LDEQ employees and its contractors, as well as visitors of the Public Records Center, may search, retrieve, view and print records in the Electronic Document Management System (EDMS). Users may research facility files by Agency Interest (AI) name or number, address, document date or type, as well as other index values.

During regular business hours, Monday through Friday, the Public Records Center staff is available to assist with any questions or concerns. Help guides are available in the Public Records Center, as well as on the EDMS Help page. Users may also email their questions to [publicrecords@la.gov](mailto:publicrecords@la.gov).

### RECORDS REQUESTS

Requests for LDEQ records must be made using a [Public Record Request Form \(DEQ Form ISD-0005-01\)](#).

### SEARCH, REVIEW AND COPY CHARGES

Requests for free or reduced rate copies must be made using a [Certification for Free or Reduced Rate Form \(DEQ Form ISD-0005-02\)](#). LDEQ's *Uniform Fee Schedule* can be found in [LAC 33:I.23.2309](#) and is based on Louisiana's *Uniform Fee Schedule for Copies of Public Records*, which can be found in [LAC 4:I.3](#). There is no charge to search for or review the documents. Printing is available for 25 cents per page. Only checks or money orders will be accepted.

### LDEQ PUBLIC RECORDS INFORMATION

It is LDEQ's policy to make the fullest possible disclosure of information without unjustifiable expense or unnecessary delay to any requester. LDEQ will contact you within three (3) working days of receiving your request for public records. For more details, visit the LDEQ website and go to [Public Records](#).

### SUBMITTING A REQUEST

Members of the public may send Public Records Requests to: Records Management, Louisiana Department of Environmental Quality, P. O. Box 4303, Baton Rouge, LA 70821-4303. Request forms may also be faxed to (225) 219-3175 or delivered to the Public Records Center in person. If you have questions, please phone (225) 219-3168 or (225) 219-3172.